



Teacher One 4 One Trade User Manual

Teacher Edition



March 2012

The Teacher One 4 One Trade software can be found on myKPR in the “Quick Links to Applications”.



There are several key concepts to understanding how this software operates:

1. There are 4 phases of the process during which Teachers and Principals can and cannot do certain functions. These phases are as follows:

Phase	Dates	Activity
1	April 30 th to May 28 th	• Teacher/Principal will activate their user accounts • Teacher verifies their qualifications and location information (contacts Human Resources if incorrect) • Teacher identifies whether they are surplus or not • Teacher posts their next year's assignment and selects potential schools to which they wish to trade. Upon submission of the eligibility form an email notification will be sent to the Principal • Teacher can browse for trade prospects NOTE: • Surplus teachers may also browse until after the May system staffing meeting (at which point they will get a home school(s) and assignment and then can enter this assignment should they wish to trade) • Teachers without home school or assignment may also browse until after the May system staffing meeting (at which point they will get a home school(s) and assignment and then can enter this assignment should they wish to trade)
2	May 29 th and May 30 th	• This phase 2 verification stage is only open for two days before trading begins • Principal will confirm the eligibility of all their teachers that have submitted an eligibility form • Principal will verify the Teacher's assignment(s) are correct for the upcoming year. If not correct, the Principal will request the Teacher to make the necessary change(s) by email. NOTE: • Human Resources can validate if the case of administrator absence • It is the responsibility of the Principal to confirm the eligibility of all teachers that have submitted an eligibility form. If you are aware that you will be absent during the Phase 2 verification period, or subsequently become unavailable, please notify Human Resources or the Superintendent responsible for elementary staffing as soon as possible.
3	June 1 st to June 18 th	Trading begins! • Teacher can now initiate, accept or decline trades • Email notifications will be sent at each step of the trade process. • Upon confirmation of a trade all other trade opportunities are closed. NOTE: • It is the responsibility of both teachers involved in the trade to ensure they meet the qualifications of the jobs being traded • Teachers, Principals, Superintendents , Human Resources and Union all receive a confirmation email
4	June 19 th and 20 th	Human Resources and ETFO validate the trade and notify all parties.

2. A completed trade transaction has **THREE distinct components** as follows:

<u>Teacher A</u>	THEN...	<u>Teacher B</u>	THEN...	<u>Teacher A</u>
sends out a "request" to trade (may send out more than one)		"accepts" or "declines" (if accepts more than one, then the first "confirm" that comes back finalizes that trade and the other accepts are stopped in the system)		if accepted, Teacher A must "confirm" before the trade is deemed to be finalized

3. Surplus teachers and teachers without home schools and assignments must wait until after the May System Staffing day to enter the job they wish to trade. However they may browse trade prospects in the software during phase 1 of the Teacher Trade process.
4. Ineligible teachers may not participate. For eligibility rules, please refer to the "Changes to the Elementary Staffing Processes" document distributed earlier this year.

Upon opening the software in myKPR the first screen you will see is the login screen:



Teacher One 4 One Trade

LOGIN

 Username

 Password

Forgot your Password? [Click Here!](#)

ACTIVATE MY ACCOUNT

Username

An email will be sent to you containing your temporary password.

NOTE: You must START by activating your account. You need only do this on the first time you open the software. You will then be emailed a temporary password so that you may then log in. You will then be prompted to change your password upon first login. Your username is your regular network username.

If you have any access issues, please contact the Helpdesk at ext. 2088.

Should you forget your password, you can use the “Forgot my Password” page to email it to yourself. Just enter your username and click on get password:



Teacher One 4 One Trade

FORGOT MY PASSWORD

 Username

To return to the login page [Click Here!](#)

Once you log in, you will see this page with your current location and qualifications

NOTE: If this information is incorrect, please contact Darlene Willis, Human Resources Specialist at Ext 2216.

If the information is correct, click on the button to fill out the trade eligibility form.



Teacher One 4 One Trade

[Refresh](#)[Logout](#)

Teacher Name: *Teacher name displays here*

Current Location(s):

HILLCREST PUBLIC SCHOOL (JK-8, Ext. Fr.)

Current Grade Level Qualification(s):

Primary and Junior Divisions (JK-6)

Total FTE: 1.00000

Important Note:

Please verify that all the above information is correct before proceeding. If you find anything that is not correct you will need to contact the HR Specialist at x2216 and have the information corrected before proceeding to fill out the Trade Eligibility Form.

[Fill out the Trade Eligibility Form](#)

Eligibility Form

Important Steps to follow:

1. FIRST, answer the mandatory question "Are you surplus or partially surplus"

NOTE: if you have no home school or assignment, click on the "Yes" for surplus or partially surplus. This will allow you to browse jobs while you wait for the May system staffing day to get an assignment to enter.

- a. If "Yes" then proceed to step 2 to select your requested trade locations
- b. If "No" then select your "Projected Assignment(s)" for next year and any "Additional Assignment information (if applicable)". Check all that apply and then proceed to step 2

2. Enter all schools you are willing to consider in trade offers. Then click on the "Submit my Eligibility Form" button. Upon submission an email notification will be sent to your Principal.

The screenshot shows the 'Teacher One 4 One Trade' web application. At the top, there's a header with the Kawartha Pine Ridge District School Board logo, the title 'Teacher One 4 One Trade', and a large green number '4'. Below the header, a navigation bar contains 'Refresh' and 'Logout' buttons. The main content area is divided into sections. The first section, 'Teacher Name: Teacher name displays here', is followed by a table with three columns: 'Current Location(s): MURRAY CENTENNIAL PUBLIC SCHOOL (JK-8, Ext. Fr.)', 'Current Grade Level Qualification(s): Primary and Junior Divisions (JK-6)', and 'Total FTE: 1.00000'. Below this is the 'Trade Eligibility Form' section, which is divided into 'STEP 1' and 'STEP 2'. 'STEP 1' asks 'Are you surplus or partial surplus?' with 'Yes' and 'No' radio buttons. A note states: 'Note: if you are surplus or partial surplus you cannot enter a projected assignment or be viewed by others until after the May Staffing Day.' Below this is the 'Projected Assignment(s):' section with a grid of checkboxes for various grade levels and subjects. To the right is the 'Additional Assignment Information:' section with checkboxes for programs like 'Congregated Gifted', 'Core French', etc. 'STEP 2' asks to 'Select the all locations that you are interested in being traded to.' It features a list of 'Available Locations' on the left, including schools like 'ADAM SCOTT INTERMEDIATE SCHOOL' and 'BURNHAM PUBLIC SCHOOL'. There are 'Add -->' and 'Remove' buttons between the available and selected locations. A 'Trade Location(s) selected:' box is on the right. Instructions at the bottom of the step explain how to use the 'Add' and 'Remove' buttons. At the very bottom of the form, there are 'Submit my Trade Eligibility Form' and 'Cancel' buttons, followed by an 'Important Note' about email notifications. The footer contains copyright information for 2012 and the school board's name.

Teacher Name: Teacher name displays here

Current Location(s): MURRAY CENTENNIAL PUBLIC SCHOOL (JK-8, Ext. Fr.)

Current Grade Level Qualification(s): Primary and Junior Divisions (JK-6)

Total FTE: 1.00000

Trade Eligibility Form

STEP 1

Are you surplus or partial surplus? ☐ Yes ☐ No

Note: if you are surplus or partial surplus you cannot enter a projected assignment or be viewed by others until after the May Staffing Day.

Projected Assignment(s):

☐ Grade JK EL	☐ Grade 1	☐ Grade 5	☐ Library
☐ Grade SK EL	☐ Grade 1/2 Split	☐ Grade 5/6 Split	☐ Planning Time
☐ Grade SK/1 EL	☐ Grade 2	☐ Grade 6	☐ Reading Recovery
☐ Grade JK/SK EL	☐ Grade 2/3 Split	☐ Grade 6/7 Split	☐ SERT
☐ Grade JK	☐ Grade 3	☐ Grade 7	☐ CTCC (Section 23)
☐ Grade JK/SK	☐ Grade 3/4 Split	☐ Grade 7/8 Split	☐ LLS
☐ Grade SK	☐ Grade 4	☐ Grade 8	☐ Special Education
☐ Grade SK/1 Split	☐ Grade 4/5 Split		

Additional Assignment Information:

☐ Congregated Gifted
☐ Core French
☐ Extended French
☐ French Immersion
☐ Instrumental Music
☐ NSL
☐ Reading Recovery

STEP 2

Select the all locations that you are interested in being traded to.

Trade Location(s): [required information]

Available Locations:

- ADAM SCOTT INTERMEDIATE SCHOOL (7-8, Fr. Imm.)
- APSLEY PUBLIC SCHOOL (JK-8)
- ARMOUR HEIGHTS PUBLIC SCHOOL (JK-8)
- BALTIMORE PUBLIC SCHOOL (JK-6)
- BEATRICE STRONG PUBLIC SCHOOL (JK-6)
- BOWMANVILLE SENIOR PUBLIC SCHOOL (7-8, Fr. Imm.)
- BRIGHTON PUBLIC SCHOOL (JK-8, LLS)
- BUCKHORN PUBLIC SCHOOL (JK-6)
- BURNHAM PUBLIC SCHOOL (JK-6)
- C.R. GUMMOW PUBLIC SCHOOL (7-8, Fr. Imm.)
- CAMBORNE PUBLIC SCHOOL (JK-6)
- CAVAN YOUTH SERVICES (Section 23) (Sect 23)

Add -->

Remove

Trade Location(s) selected:

To select multiple locations, hold down the [CTRL] key while using your mouse to make your selections, then click on the "Add -->" button.

To remove a location from your list, use your mouse to select the location then click on the "Remove" button.

Submit my Trade Eligibility Form Cancel

Important Note: An email will be sent to your Principal upon submission of the Trade Eligibility Form.

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Once your Eligibility Form has been submitted your main page will change to look like this:



Teacher One 4 One Trade

[Refresh](#)[Logout](#)

Your Trade Eligibility Form has been successfully submitted for review by your Principal.

Teacher Name: *Teacher name displays here*

Current Location(s):
HILLCREST PUBLIC SCHOOL (JK-8, Ext. Fr.)

Current Grade Level Qualification(s):
Primary and Junior Divisions (JK-6)

Total FTE: 1.00000

Trade Eligibility Form Summary:

Surplus:
NO

Projected Assignment(s):
Grade 1, SERT, Planning Time

Additional Assignment Information:
Reading Recovery

Desired Trade Location(s):
APSLEY PUBLIC SCHOOL (JK-8)

[Edit my Trade Eligibility Form](#)[Delete my Trade Eligibility Form](#)

Important Note:

Upon your eligibility form being deemed eligible you will no longer be able to edit your selections unless your Principal requests that changes to be made.

[View All Trade Prospects](#)

NOTE: You may go back and edit/update or delete your form at any time until Phase 1 ends. Only the final version goes to the principal to verify.

View All Trade Prospects

You may now view the posted jobs submitted in the software by other teachers interested in trades by clicking on “View All Trades Prospects”.

A new page will appear that lists any trade prospects .



Teacher One 4 One Trade

[Refresh](#) [Logout](#)



Filter Prospects By:

Location:

Project Assignment:

Additional Assignment information: [Apply Filter](#)

[<< Back to Previous Page](#)

Important Note: The below Trade Prospect report lists Teachers who are currently interested in participating in the Teacher Trade process. Therefore the information below will change as more and more Teachers express their interest. Please check back often.

Trade Prospects					
Teacher Name	Send Email	Current Location(s)	Projected Assignment(s)	Additional Assignment Information	FTE
<i>Teacher name displays here</i>		HILLCREST PUBLIC SCHOOL	3, 4		1.00000

[<< Back to Previous Page](#)

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Where there are trade prospects, you can sort by using the “Filter Prospects” options above:

- Sort by location
- Sort by assignment
- Sort by other information in the drop down menu

NOTE: The list of jobs could change daily as more teachers enter their assignments so check back often!

Phase 2

During this phase your form will be sent to your Principal where they will verify your eligibility and assignment information.

At this point you will only be able to view trade prospect unless your Principal requires you to make changes to your assignment information.



Teacher One 4 One Trade

[Refresh](#) [Logout](#)

 **Your Trade Eligibility Form is currently being reviewed by your Principal.**

Teacher Name: <i>Teacher name displays here</i>		
Current Location(s): HILLCREST PUBLIC SCHOOL (JK-8, Ext. Fr.)	Current Grade Level Qualification(s): Primary and Junior Divisions (JK-6)	Total FTE: 1.00000

Trade Eligibility Form Summary:

Surplus: NO	Projected Assignment(s): Grade 1, SERT, Planning Time	Additional Assignment Information: Reading Recovery
Desired Trade Location(s): APSLEY PUBLIC SCHOOL (JK-8)		

[View All Trade Prospects](#)

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Depending on how your principal determines your eligibility, one of the three following messages will be displayed:

Eligible: You have been deemed eligible to participate in the trade process

 **Your Trade Eligibility Form has been deemed eligible by your Principal.**

Changes Required: Check your email. You are required to change something on your form before you can be considered for eligibility. Please do so as soon as possible (within 48 hours of notice).

 **Changes to your Trade Eligibility Form have been requested by your Principal.**

Not Eligible: You have been deemed ineligible and will not be able to participate in the trade process

 **Your request was not deemed eligible as you do not meet the eligibility requirements for trading. Please contact your Principal if you require further details.**

Phase 3

Trades are now open. You will see the following screen. Note the screen is divided into two sections. The first section displays matches based upon your selected Trade Location(s), and your current Qualifications and FTE. The bottom section displays matches based upon only your current Qualifications and FTE. These are matches in which the other teacher did not select your location for a potential trade.

Trade Process steps:

1. Request is sent by Teacher A
2. Request is accepted by Teacher B
3. Request is confirmed by Teacher A
4. Trade is finalized and email is sent to Teachers, Principals, Union, Superintendents, and Human Resources



Teacher One 4 One Trade

RefreshLogout

Teacher Name: *Teacher name displays here*

Current Location(s):
HILLCREST PUBLIC SCHOOL (JK-8, Ext. Fr.)

Current Grade Level Qualification(s):
Primary and Junior Divisions (JK-6)

Total FTE: 1.00000

Trade Eligibility Form Summary:

Surplus:
NO

Projected Assignment(s):
Grade 5, SERT, Planning Time

Additional Assignment Information:
Reading Recovery

Desired Trade Location(s):
ADAM SCOTT INTERMEDIATE SCHOOL (7-8, Fr. Imm.), NORTHUMBERLAND HILLS PUBLIC SCHOOL (JK-8)

Matches based upon your selected Trade Locations, Qualifications and FTE

Note: The following are all the available trades that match your selected Trade Locations, Qualifications and FTE by teachers who desire a trade to your school.

Teacher Name	Send Email	Location(s)	Grade Level Qualification(s)	Projected Assignment(s)	Additional Assignment Information	Trade Request Actions
<i>Teacher name displays here</i>		NORTHUMBERLAND HILLS PUBLIC SCHOOL (JK-8)	PJI	SERT, 3		Send Request

Additional matches based upon your Qualifications and FTE

Important Note: The following teachers have not selected your school as a desired trade location however you are eligible to request a trade based upon your matching qualifications and FTE.

Teacher Name	Send Email	Location(s)	Grade Level Qualification(s)	Projected Assignment(s)	Additional Assignment Information	Trade Request Actions
<i>Teacher name displays here</i>		MURRAY CENTENNIAL PUBLIC SCHOOL (JK-8, Ext. Fr.)	PJI	7		Send Request
<i>Teacher name displays here</i>		MURRAY CENTENNIAL PUBLIC SCHOOL (JK-8, Ext. Fr.)	PJI	Special Education		Send Request

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NOTE:

- You may also send an email to the other Teacher to find out more information by clicking on the  icon located under the “Send Email” column.
- If someone has sent you a request for trade you have the option to accept or decline the trade offer.
- If someone “accepts” your trade request you have the option to “confirm” and finalize the trade or decline their acceptance. When a trade is confirmed all other trade offers close.
- If you have accepted more than one request, the first “confirm” that comes back to you will be the finalized trade. All other accepts are removed and trading is closed to you. See the next screen

Trade Confirmed



Teacher One 4 One Trade

[Refresh](#) [Logout](#)

Teacher Name: *Teacher name displays here*

Current Location(s):
HILLCREST PUBLIC SCHOOL (JK-8, Ext. Fr.)

Current Grade Level Qualification(s):
Primary and Junior Divisions (JK-6)

Total FTE: 1.00000

Trade Eligibility Form Summary:

Surplus:
NO

Projected Assignment(s):
Grade 5, SERT, Planning Time

Additional Assignment Information:
Reading Recovery

Desired Trade Location(s):
ADAM SCOTT INTERMEDIATE SCHOOL (7-8, Fr. Imm.), NORTHUMBERLAND HILLS PUBLIC SCHOOL (JK-8)

Matches based upon your selected Trade Locations, Qualifications and FTE

Note: The following are all the available trades that **match your selected Trade Locations, Qualifications and FTE** by teachers who desire a trade to your school.

Teacher Name	Send Email	Location(s)	Grade Level Qualification(s)	Projected Assignment(s)	Additional Assignment Information	Trade Request Actions
<i>Teacher name displays here</i>		NORTHUMBERLAND HILLS PUBLIC SCHOOL (JK-8)	PJI	SERT, 3		Trade Confirmed

Additional matches based upon your Qualifications and FTE

Important Note: The following teachers have not selected your school as a desired trade location however you are eligible to request a trade based upon your matching **qualifications** and **FTE**.

Teacher Name	Send Email	Location(s)	Grade Level Qualification(s)	Projected Assignment(s)	Additional Assignment Information	Trade Request Actions
<i>Teacher name displays here</i>		MURRAY CENTENNIAL PUBLIC SCHOOL (JK-8, Ext. Fr.)	PJI	7		Trade Closed
<i>Teacher name displays here</i>		MURRAY CENTENNIAL PUBLIC SCHOOL (JK-8, Ext. Fr.)	PJI	Special Education		Trade Closed

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NOTE:

- Be sure before you accept or confirm. **ACCEPTS AND CONFIRMATIONS ARE BINDING.** You will get “are you sure?” prompts from the system at the point of accepting or confirming a trade request.
- Once confirmed, all teachers, principals, superintendents, ETFO and Human Resources will get an email that a trade has been made.

Phase 4

Human Resources and ETFO will review and approve all trades made. Again, once reviewed all teachers, principals, superintendents, ETFO and Human Resources will get an email that a trade has been approved.

Need Assistance?

- For process assistance, please contact the ETFO office.
- For technical assistance of any kind, please contact the Helpdesk at ext. 2088.